

CALIFORNIA HEALTH FACILITIES FINANCING AUTHORITY

915 CAPITOL MALL, SUITE 590
 SACRAMENTO, CA 95814
 TELEPHONE: (916) 653-2799
 TELECOPIER: (916) 654-5362

**MEMBERS:**

Bill Lockyer, Chairman
State Treasurer

John Chiang
State Controller

Michael Genest, Director
Department of Finance

Harry Bistrin
 Judith N. Frank
 John Hilinski, M.D.
 Oscar Sablan, M.D.
 Sumi Sousa
 Greg Campbell

EXECUTIVE DIRECTOR:
 Barbara Liebert

JOB OPPORTUNITY BULLETIN

Class: **Staff Services Analyst**
Associate Treasury Program Officer
Tenure: **Permanent**
Time Base: **Full-Time**
Salary: **\$2817-\$4446- Staff Services Analyst**
\$4400-\$5348 – Associate TPO

“RECRUITING AT BOTH LEVELS”

Under the general direction of the Executive Director or the Treasury Program Manager II, performs analytical duties on highly complex bond financings and the tracking of information necessary to monitor the Authority's bond issues; reviews applications for financing and prepares summary reports thereon; manages small loan programs of the Authority and prepares status and other reports as necessary and performs a variety of special projects relating to historical and future financings of the Authority and makes recommendations to management on all types of financial transactions. The analyst may perform the following essential functions. The complexity of the duties will be modified to be consistent with the classification of the candidate hired.

ESSENTIAL DUTIES INCLUDE:

- Analyze and interpret applications for financing from a variety of public and non-profit health facilities, including the type of project, use of funds, sources of revenue, historical and pro forma financial statements and projected debt service coverage; prepare written summary on financing to be included in recommendations to the Authority members for consideration and present application orally at public meetings.
- Manage small loan programs of the Authority, including processing of new applications preparing staff summaries for Authority approval, and scheduling and monitoring of repayments; provide technical assistance to potential borrowers, and prepare reports to the Executive Staff on program status.
- Direct the maintenance of audited financial statements and other reports required of the borrowers after bonds are issued, by analyzing the final documents of each issue to determine specific requirements, verifying the receipt of required information, and comparing actual financial performance to covenants; submit reports to management and the financial advisor.
- Provide technical review of all bond documents required for revenue bonds issued through the Authority; make content judgment on documents to insure that the interests of the Authority and the State are clearly represented and that any and all financial calculations are accurate; advise management on the structure of each financing, including issue type, credit enhancement, liquidity provisions, rate structures, etc.
- Monitor the required public hearing process for certain Authority bond issues; obtain necessary documentation from Bond Counsel and signatures for the State Treasurer. Complete special projects as required by management involving existing or proposed financings and prepare reports to the Executive Staff, State Treasurer's Office, Legislature, National Council of Health Facilities Financing Authorities, and numerous public and private entities and individuals. Participate in the analyses of financially troubled health facilities that have outstanding debt issued by the Authority and make recommendations as to workout plans to be implemented by the facilities.

DESIRABLE QUALIFICATIONS

- Strong interest in finance and financial statement analysis
- Strong analytical, technical and writing skills
- Effective and efficient oral communication
- Ability to work independently and cooperatively with others
- Strong computer skills, including an understanding of databases and spreadsheet applications
- Initiative, resourcefulness and good judgment
- Dependability and the ability to produce accurate work products
- Optimism and positive attitude
- Ability to respond to multiple priorities and meet tight deadlines.
- Ability to respond to and solve sensitive and/or complex issues with tact.
- Excellent interpersonal and organizational skills
- Ability to work with a variety of people and organizations in a professional and courteous manner at all times.

CONDITIONS OF EMPLOYMENT:

Fingerprinting and Background Check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and are interested in a lateral transfer or have employment list eligibility as a Staff Services Analyst.

This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Authorities and Commissions are encouraged to apply if interested in the position.

PLEASE STATE THE SOURCE OF YOUR ELIGIBILITY. (I.E., LIST ELIGIBILITY, SROA, SURPLUS EMPLOYEE, ETC.) If your source of eligibility is LIST ELIGIBILITY please provide proof of eligibility for admittance to the SSA examination, i.e., college degree or transcripts of completed number of units required for admittance to the exam. If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, write the number "324-001-4223-004" next to the classification on your application/resume, i.e. Associate Treasury Program Officer (324-001-4223-004)

FINAL FILING DATE:

Applications will be accepted **until filled**. Applications will be screened and only the most qualified applicants will be interviewed.

SUBMIT APPLICATIONS TO:

Cecilia Sanchez
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

An equal opportunity employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability religious or political affiliation, age or sexual orientation. The State Treasurer's Office complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact the State Treasurer's Office at (916) 653-3147 or TDD (916) 654-9922.